

AS APPROVED

**Golf Commission Meeting
November 24, 2008
Minutes**

Members Present: Tom Galla, Chairman; Owen Evans, Vice-Chairman; Sue Casey; Ron Dray; Don Espach; George Furkiotis; Bruce Gerstman; Tony Johnson; Jim Steidlmayer

Members Absent: None

Chairman Tom Galla called the meeting to order at 7:35 PM.

Review and approval of the Minutes

Review and approval of the Minutes of October 28, 2008... There was a motion made by Mr. Steidlmayer seconded by Mr. Gerstman to approve the minutes as is. Motion carried unanimously.

Audience Participation

- None.

General Manager Report (Bobby Brown)

Previous Meeting Follow-up:

- DaVinci Paving has not performed any additional work on the cart path paving project. In addition, they are no longer responding to our phone calls. A second bidder was contacted who submitted a bid of \$24,000 to complete the project. The initial approved purchase order was for \$19,000. Mr. Bob Chimini, Town of Trumbull Purchasing Agent, recommends that we re-bid the project in early spring. Mr. Brown will talk to Mr. Chimini and Town legal counsel to issue DaVinci Paving a letter terminating their service.
- The leak into the basement has been identified as due to cracked conduit and loose pipefitting. A hole has been dug around the area. Mr. John DelVecchio of Public Works will have the town repair the problem before the end of the season.
- The phone message system was updated to Mr. Brown's voice.

- Mr. DelVecchio is designing a replacement golf course sign for the one that was removed on Route 25 due to road construction. An additional sign on the other side of Route 25 would require state approval.
- Added Comfort has completed the winter maintenance of the boilers.
- CT Goose Solutions has submitted a contract for the next fiscal year of \$6,600.
- The gate on Knolls #14 has been installed.

Golf Course Maintenance:

- Director of Operations – Golf Course Properties (Hidalgo Nagashima); Superintendent (Ed Zenisky); Mechanic (Rich Plaveck); Four full-time greensmen (Jeff Cook, Jerry Cook, Chris Gallant, Craig Romano)
- Three part-time greenskeepers (Joe Goodwin, Bryan Woznikaitis, Vinny DeFransesco)
- The following projects have been completed:
 - Winterization of golf course and cart barn bathrooms and the ice machines.
 - Leaf pickup is 90% complete.
 - Irrigation blowout is 95% complete.
 - Speed bumps and signs have been installed on Glen #1 cart path. Ropes have been added to the right side of the cart path. Plants and shrubs have also been installed on the green on Glen #1.
- Projects include:
 - Explore #11 Knolls green and evaluate #8 Knolls green.
 - Tree work on both the Knolls and Glen (worked on during frost delays as well).
 - Prioritize winter project list as submitted by the Greens Committee.
 - Put up snow fences around most greens as well as the safety net on Glen #3.
 - Put down turf blankets on #7 and #8 Glen and #9 Knolls tee boxes.
 - Evaluate the bunkers.

Greens Committee (Owen Evans)

- Mr. Evans submitted a Greens Committee winter work project list to the Commission. The list contained 14 projects in order of priority, five continuing maintenance items, and two other items. The Greens Committee is continuing to work with Mr. Nagashima and Mr. Brown to determine which work can be done in house and the cost associated with each item

Golf Course Operations:

- October rounds on the Knolls were 3,398 and the Glen had 1,393 rounds. Total income was \$156,588, which was up 16% from 2007 due to the fact that the Glen was open this year. Rounds on the Knolls have been flat.
- There will be an 8:30 AM shotgun start on Thanksgiving Day.

- The customer database has been updated to include email information to provide future marketing opportunities.
- Mr. Brown recommended a closing date for the 2008 golf season of December 14th.

Mr. Gerstman made a motion; seconded by Mr. Steidlmayer to approve a closing date of close of business Sunday, December 14, for the 2008 golf season. Motion carried unanimously.

- The Pro Shop is open from 8:00 AM to 4:00 PM daily. The Pro Shop will remain open on Monday, December 15th, which is the last day customers will be able to use Pro Shop credits.
- ATK employees Chris Boyd and Mike Wright will be entering the Professional Golf Management programs aspiring to be PGA Professionals.
- Mr. Jon Janik, Head Golf Professional is conducting a search to hire a new PGA Assistant Professional. Currently, 12 applicants from seven states have applied. The application deadline is December 15th.
- Mr. Brown presented a 2009 tournament proposal for discussion. The proposal outlined the current state of tournaments at Tashua Knolls. For the 2008 season, tournament income is down 25% and the number of non-resident tournaments and the number of individual players is declining. The new proposal offers additional options for organizations, eliminates the “non-resident” premium, and allows the customer to write one check to Tashua Knolls golf course to eliminate confusion.

Mr. Evans made a motion; seconded by Mr. Espach to endorse the tournament proposal and accept any modifications, which will become necessary. The motion was tabled due to required pricing clarification.

Plant and Facility:

- Fairfield Sprinkler is providing an estimate to flush out the fire suppression system.
- The new air handler in the Pro Shop is continually operating. Although this was the way the system was specified to be installed, it is not currently the most efficient way to operate the system. It is recommended that a new controller and thermostat be installed for approximately \$1,000 to eliminate the problem.
- Mr. Ray Lupkus, Town Engineer, has been contacted to develop specifications for attic insulation in order to go out to bid. A capital line item in the current budget was included for attic insulation in the amount of \$12,000.

The previous requests prompted a discussion led by Mr. Espach and Mr. Galla regarding the current state of finances of the Tashua Knolls Golf course. Mr. Espach reported that at only four months into the current budget, revenue is down approximately 2% from our

projections. In addition a few expenditure categories are currently higher than expected. Due to the state of the economy, Mr. Espach recommended fiscal responsibility. Mr. Galla requested that we take into consideration our current customers and make better utilization of the golf course our priority. It was decided that the golf course instill a spending freeze and all discretionary expenditures go before the Golf Commission for approval.

Food and Beverage:

- Mr. Fausitini has provided a \$3.99 breakfast consisting of eggs, hash browns, sausage, bacon, biscuits, and coffee for weekend shotguns.

House Committee (Tony Johnson)

- Mr. Johnson determined that the annual building maintenance provided by Added Comfort consists of fall maintenance on the boilers and spring and fall maintenance on the A/C system. Mr. Johnson felt that this was sufficient maintenance for the equipment.

Executive (Tom Galla)

- None

Finance (Don Espach)

- Mr. Espach submitted a preliminary budget for the next fiscal year. The goal of the Commission this year is to establish a budget to allow us to hold our rates for the 2009 golf season. Although not all of the expenditure categories can be exactly determined as this date, a budget was submitted that represented a 0.7% decrease from the current budget. Commissioners were asked to submit any questions or comments to Mr. Espach within the next two weeks.

Correspondence

- Mr. Edward Zenisky, Golf Course Superintendent, has submitted his letter of intention to retire effective February 15, 2009. Mr. Galla took the opportunity to commend and thank Mr. Zenisky for his 25 years of dedicated service to Tashua Knolls Golf Course. Mr. Zenisky will be missed by all who got to know him and work with him through the years.

New Business

- The Commission has decided to move its December meeting from the 22nd to the 15th to allow for more time to work on the budget.

Old Business

- None

<p>A motion to adjourn at 9:02 PM was made by Mrs. Casey; seconded by Mr. Johnson. Motion carried unanimously.</p>
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Respectfully submitted,

Christine Plumeau
Golf Commission Clerk